



Town of Buckeye Human Resources Department JOB POSTING

062-06 INTERGOVERNMENTAL AFFAIRS DIRECTOR

NUMBER OF VACANCIES: 1

DEPARTMENT: Town Manager

PAY GRADE: 75 Exempt

DAYS WORKED: Monday - Friday

TYPE OF POSITION: Full-Time – Classified

POSTING DATE: July 14, 2006

WORK LOCATION: 100 N. Apache Road

SALARY RANGE: \$5,688 - \$8,404 per month

HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general direction, conducts intergovernmental liaison services with other government entities on behalf of the City.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates the development of the Town's legislative program to maintain contact with legislative and political leaders; presents it to the Mayor and Town Council and Town Manager for approval and direction.
- Acts as the Town's designated public lobbyist under Arizona law. Forms and proposes federal, state and local legislative agendas by working with Town departments to address areas of concern and/or opportunity, observing other cities' actions, monitoring local, state and federal legislation, and conducting other research, especially through regional agencies. Performs lobbyist activities representing the Town's interest with other local, county, state and regional organizations.
- Performs lobbying activities for the Town by making appearances at hearings and meetings, persuading policy makers to accept the Town's legislative position, maintaining contact and influence with regional players, and representing the Town's initiative views.
- Researches and reviews proposed state legislation affecting the Town; shares proposed legislative information with Town departments for review and input.

(Job posting continues on back and/or next page.)

- Maintains awareness and monitors the status of proposed legislation and prepares reports for the Mayor and Council, Town Manager and Town staff; recommends policy and administrative positions on proposed legislation.
- Prepares and reviews position statements for Town Council and Town staff to use in testimony before legislative committees.
- Acts as Town liaison with the Arizona League of Arizona Cities and Towns, the Maricopa Association of Governments, and with neighboring jurisdictions on intergovernmental matters.
- Serves as staff to the Mayor and Council on regional projects, committees and programs involving interaction with other governmental jurisdictions, and assists with representation as needed.
- Coordinates with the Mayor and Council, the Town Manager, and senior staff to develop and maintain working relationships with other cities, the county, State of Arizona, regional governmental, school districts, civic and community organizations.
- Performs analytical work in researching administrative systems, policies and practices; and researches and provides background information and materials for meetings, reports, speeches or correspondence. Presents information verbally and in writing.
- Promotes public relations by participating and representing the Town in regional agency meetings. Attends meetings. Works with the Town's PIO on strategic relations with the media on governmental issues and projects, and serves as spokesperson for the Mayor and Town Administration on selected intergovernmental issues and programs.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, political science, business administration, or related field, and four (4) years of increasingly responsible experience working with state legislators, political and local officials, coordinating and administering intergovernmental programs and directing community relations and citizen involvement and participation projects.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town organization, operations, policies and procedures.
- Knowledge of Arizona Lobbyist Regulation Laws.
- Knowledge of Arizona state legislative process and State government protocols.
- Knowledge of the functions and structure of committees of federal and state programs and their relationship to municipal operations.
- Knowledge of the principles and practices of public administration. Knowledge of practices of intergovernmental relations, and municipal finance and budgeting.
- Knowledge of legislative issues and the Town's positions.
- Knowledge of elected officials, appointed officials, and their staffs. Knowledge of community organizations, their leaders, and available resources.
- Ability to interpret federal, state, and town ordinances, rules and regulations, and make rational decision in accordance with established policy.
- Ability to understand how broad view issues relate to the Town's operations.
- Ability to communicate clearly and concisely, both verbally and in writing. Prepares and gives official testimony.
- Ability to work with diverse groups and interest to develop consensus.
- Ability to operate personal computer and related software, fax, telephone, and motor vehicle.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with political officials, town officials, coworkers, citizens groups, other agencies and the general public.

- Skill in public relations and customer service.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Valid Arizona driver's license is required. Ability to register as a public lobbyist under Arizona law within one year of appointment.

Physical Demands / Work Environment: Standard office environment.

Reports To: Town Manager

Supervision Exercised: Administrative and clerical staff as assigned.

FLSA Status: Exempt